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Chair:
Health & Insurance Committee
Member:
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State, Veterans, & Military
Affairs Committee

COLORADO
HOUSE OF REPRESENTATIVES
STATE CAPITOL
DENVER
80203

June 5, 2020

TO: Members of the House Health and Insurance Committee

FROM: Representative Susan Lontine, Chair

SUBJECT: Safety Protocols and Committee Procedures for the House Health and Insurance Committee

The following safety protocols and committee procedures will be in place for House Health and Insurance Committee hearings for the remainder of the 2020 legislative session, due to the current COVID-19 health epidemic. These safety protocols are similar to those recommended by the bipartisan safety protocols subcommittee of the General Assembly. Please review this memorandum and discuss with me if you have any questions or feedback.

I. Safety Protocols

- A. Anyone experiencing symptoms (including fever, cough, general aches and pains, and fatigue) should stay home and not come to the Capitol, as should anyone who is a high risk of COVID-19. Please notify the chair or staff of any absences so that you may be excused.
- B. Committee members, bill sponsors, staff, and the public are asked to wear their own masks or facial coverings at all times.
- C. Hand sanitizer and disinfected wipes will be placed in the committee rooms.
- D. Committee members, witnesses, and members of the public should maintain social distancing of at least six feet at all times.

II. Public Testimony, Written Testimony, and Handouts

- A. Public testimony will still occur; however, access to the committee rooms will be limited to allow for social distancing. Overflow rooms may be available, and the public is encouraged to listen to committee proceedings through the following link: <http://leg.colorado.gov/committee/granicus/1474896>.
- B. Individuals providing testimony in-person will register to testify by filling out an electronic form, rather than a paper sheet. The form will be available only to witnesses present in the Capitol Complex and will be available at least one hour before the scheduled start time of the bill hearing. The form may be found on the General Assembly's website at <https://leg.colorado.gov/testimony>. Signage has been placed in and around the House committee rooms with registration instructions for witnesses.
- C. Public testimony will be limited to two minutes per witness with two minutes for committee questions of each witness. These time limits will be strictly adhered to and enforced by the chair.
- D. Due to the continued closure of many state institutions of higher education, remote testimony will not be available for the remainder of the 2020 session. Individuals who wish to participate, but who cannot travel to the Capitol may submit written testimony through the method outlined below in subsection E.
- E. For the remainder of the 2020 session, members of the public may submit written testimony through the General Assembly's website at <https://leg.colorado.gov/testimony>. The option to submit written testimony will be available once a bill is scheduled for a hearing in a committee of reference and last until the committee hearing on the bill concludes. Members of the committee can access submitted written testimony through the committee's Box account.
- F. Witnesses testifying in person who wish to provide paper handouts to members of the committee will be directed to distribute materials to committee members through the written testimony form discussed above in subsection E, or by emailing the committee members. Committee staff will not handle or distribute paper handouts provided by members of the public. Materials that are submitted through the written testimony form before and during the bill's hearing will be attached to the committee summary as part of the official record. Materials that are directly emailed to committee members will not be attached to the committee summary.
- G. Committee members and bill sponsors are encouraged to email handouts or ask staff to place them in the committee's Box account. Members of the legislature may distribute written materials to each other. Staff will not distribute written materials provided by committee members or bill sponsors. Materials emailed by members to staff for distribution to the committee through email or Box will be attached to the committee summary.

III. Other Committee Matters

- A. Please notify the chair or staff of your whereabouts if you must leave during a committee hearing and wish to be retrieved for a final vote on a bill.
- B. Members are strongly encouraged to bring an iPad or computer to committee since committee information, including amendments, will be distributed electronically for the remainder of the session. Much of the information for committee meetings will be accessible through your Box account. You can find information on how to use Box through this link: <https://coleg.box.com/s/8wnvrj1o7etbqipkh9psbgyum5ulo7y3>. If you need help with your iPad or computer, please contact LCS-IT staff at 303-866-5849 or ithelp.ga@state.co.us.
- C. Changes to scheduled meetings and calendared bills will be announced on the House floor by either the committee chair, Representative Lontine, or vice-chair, Representative Caraveo. Notice of meeting and schedule changes will also be announced on the Colorado Legislative committee's Twitter feed at <https://twitter.com/COLCSCcommittees>.